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DEPARTMENT OF THE NAVY  
U.S. NAVAL SUPPORT ACTIVITY  
BAHRAIN  
FPO AE 09834-2800

NSABAHRAININST 5400.1H  
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08 Oct 03

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 5400.1H

Subj: U.S. NAVAL SUPPORT ACTIVITY BAHRAIN STANDARD ORGANIZATION  
AND REGULATIONS MANUAL

Ref: (a) U.S. Navy Regulations  
(b) OPNAVINST 3120.32C

1. Purpose. To promulgate the U.S. Naval Support Activity Bahrain (NSA Bahrain) Organization and Regulations Manual.

2. Cancellation. NSABAHRAININST 5400.1G

3. Scope

a. This manual is an organization and regulatory directive. The functional guides included in the chapter on administrative organization constitute formal delegation of authority by the Commanding Officer to subordinate officers of the command.

b. Nothing in this manual will be construed as contravening or superseding U.S. Navy Regulations or directives of any other higher headquarters.

4. Objectives

a. To provide a comprehensive and clearly defined presentation of NSA Bahrain's organizational structure, which is designed to support Commander, U.S. Naval Forces Central Command/Commander, U.S., FIFTH Fleet (COMUSNAVCENT/COMFIFTHFLT), deployed units, assigned tenant commands, Bahrain Department of Defense Dependents School (DODDS), DOD employees and all authorized dependents.

b. To set forth the duties, responsibilities, limits of authority and organizational relationships of key billets in the NSA Bahrain organization.

c. To assign responsibilities and prescribe procedures for the coordination and direction of personnel and to set forth the principal regulations governing individual conduct at NSA Bahrain.

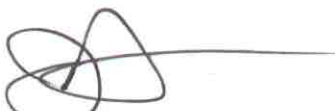
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5. Compliance. All NSA Bahrain personnel will familiarize themselves and comply with the articles contained herein.

6. Changes and additions. Changes and additions to this instruction will be issued when necessary by the Commanding Officer. Department Heads are responsible for ensuring that changes are entered as directed.



J. M. SMITH

Distribution:

NSABAHRAININST 5215.1 series

List I, II

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## RECORD OF CHANGES AND CORRECTIONS

The NSA Bahrain Organization and Regulations Manual will be maintained up-to-date by the issuance of interim change notices, and by periodic change pages as follows:

a. Brief changes, such as by single-word substitution, will be entered by pen and ink. More lengthy interim changes and additions will be accomplished by the insertion of the notice promulgating the change intact in to this manual, immediately following this page. In the latter case, the only ink entries necessary in the manual will be the deletion of the material that is changed and a notation in the margin referring to the applicable notice of change by date of issue.

b. Page changes in the manual will be issued periodically and will be inserted upon receipt in to the proper places, as directed by the transmitting notice. The interim change notices thereby superseded will then be removed and destroyed. Upon insertion of changes in the manual, a record of such entries will be made in the spaces provided below:

Change No.	Date of Change	Date Entered	Signature of Person Entering Change
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## Chapter I

### Administrative Organization

#### Section 1

##### Command

1101. General. This section describes NSA Bahrain Organizational and Command Relationship and sets forth the functional guides for the Commanding Officer, CO (Acting) and XO.

1102. Organization. See Figure I-1-1.

1103. Command Relationships. Guidelines for the relationships between the Commanding Officer and his/her subordinates are contained in Article 0706 of reference (a) and Article 302a of reference (b) These relationships are as follows:

a. Executive Officer. The Executive Officer is the direct representative of the Commanding Officer. He/she will be primarily responsible, under the Commanding Officer, for the organization, performance of duty, and good order and discipline of the entire command.

b. Command Assistants. Command assistants report to the Executive Officer for the performance of their assigned responsibilities. The Safety Officer reports directly to the Commanding Officer on matters relating directly to safety and the Command Master Chief (CMC) has direct access to the Commanding Officer.

c. Department Heads. Department Heads report to the Commanding Officer through the Executive Officer for all matters relating to their departments. Normally, all communications of an official nature from Department Heads to the Commanding Officer will be transmitted through the Executive Officer. They have the right and duty, however, to confer directly with the Commanding Officer when the situation calls for it and they will keep the Executive Officer appropriately informed of the results.



1104. Commanding Officer (00)

a. Basic Function. As set forth in Chapter 7 of reference (a), the Commanding Officer is charged with the absolute responsibility for the safety, well-being, and efficiency of the Command, except when and to the extent relieved by competent authority.

b. Duties, Responsibilities, and Authority. The duties and responsibilities of the Commanding Officer are established by regulations, general orders, customs and tradition. The authority of the Commanding Officer is commensurate with responsibility, subject to the limitations prescribed by law and reference (a).

1105. Commanding Officer (Acting). The Commanding Officer (Acting) has the authority as set forth in reference (a).

1106. Executive Officer (01)

a. Basic Functions. The Executive Officer functions as an aide or executive to the Commanding Officer. He/she is specifically charged with executing the orders of the Commanding Officer and coordinating and supervising the performance of the command as a whole, including matters pertaining to the morale, welfare, work, exercise, safety, rights, and privileges of individuals within the command.

b. Duties, Responsibilities, and Authority. In amplification of the applicable provisions of reference (a), the Executive Officer will:

(1) Evaluate the performance of officers and enlisted personnel through recommendations to the Commanding Officer regarding fitness and evaluation reports. The Executive Officer prepares the initial draft of Department Head and Command Assistant fitness reports.

(2) Exercise general supervision over organizational bills.

(3) Regulate leave and liberty of personnel.

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(4) Execute a planned program of recreation and athletics.

(5) Direct the investigation for the Commanding Officer of alleged violations of the Uniform Code of Military Justice and civil law and recommend appropriate disciplinary action to the Commanding Officer when necessary.

(6) Promote and enforce a program of economy and conservation and promote cost consciousness within the command.

(7) Ensure that the Commanding Officer is appraised of all events, casualties, deficiencies, and anticipated difficulties that may significantly affect the command.

(8) Act on personal requests (which may be addressed to the Commanding Officer) that do not involve the formulation of policy or that will not require action of higher authority.

(9) Ensure that adequate supplies and services are made available to Department Heads and Special Assistants within the allotted maintenance and operating funds.

(10) Supervise the reception of command visitors.

(11) As appropriate, sign "By direction" on all routine correspondence.

1107. Master Chief Petty Officer of the Command (03)

a. Basic Function. The Command Master Chief (CMC) is the senior enlisted advisor to the Commanding Officer for all matters relating to enlisted policy. The CMC works with the Executive Officer in disseminating and carrying out command policy. The CMC must function as an integral part of the chain of command. OPNAVINST 1306.2 series broadly outlines the authority and responsibilities of the CMC. The CMC will have a direct line of communication with the Commanding Officer.

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b. Duties, Responsibilities, and Authority. Acts as a personal and direct link between the Commanding Officer and enlisted personnel with the purpose of promoting morale and well-being, thereby increasing the readiness of the command to further the mission, the CMC is tasked to:

(1) Maintain and promote effectiveness and efficiency of the chain of command.

(2) Assist the Commanding Officer in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel to promote traditional standards of good order and discipline.

(3) Assist the Commanding Officer and Executive Officer to establish a positive command climate that is based on personal respect for all members regardless of race, color, religion, gender, age, or national origin within constraints of the law.

(4) Advise the Commanding Officer on formulation and implementation of changes in policy pertaining to enlisted personnel.

(5) Attend meetings as directed by the Commanding Officer to keep apprised of current issues and provide representative enlisted input.

(6) Participate in ceremonies honoring command members, including all reenlistment ceremonies.

(7) When appropriate, represent or accompany the Commanding Officer to official functions, inspections, and conferences.

(8) Participate in receptions and hosting of official visitors to the Command.



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(9) Upon invitation, and as approved by the Commanding Officer, represent the Command and the U.S. Navy at community and civic functions.

(10) Represent NSA Bahrain in Command Master Chief's conferences and symposiums.

(11) Participate in, coordinate, or monitor the following:

- (a) Command Orientation/Indoctrination Division.
- (b) Command Training Team.
- (c) CPO/PO indoctrination courses.
- (d) Enlisted Warfare qualifications.
- (e) Professional Development Board.
- (f) Command Retention Team.
- (g) Award Boards considering enlisted personnel.
- (h) Sailor of the Quarter/Year Selection Board.
- (i) Family services programs; i.e., Ombudsman Program and Family Service Center.
- (j) Command Exam Boards.
- (k) Humanitarian Reassignment/Hardship Discharge Screening Boards.
- (l) Recreation Advisory Boards.
- (m) CPO initiations.
- (n) Command Sponsor Program.
- (o) Command CPO Administrative Disciplinary Review Board.



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c. Correspondence. Enlisted members and their families may direct correspondence concerning personnel matters to the CMC. Such correspondence should be generally concern suggestions, ideas, and recommendations to improve living conditions, morale, and well-being.

d. Action Line. The CMC is readily available during working hours to answer any complaints, suggestions, or recommendations. After hours contact can be made via the quarterdeck watch at DSN 318-439-4259 or commercial 724-259.

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#### Section 2

##### Command Assistants

1201. General. Command Assistants are designated to assist the command in discharging its responsibilities. This section sets forth the functional guides in describing only their primary duties.

1202. Career Counselor (01A)

a. Basic Function. The Career Counselor acts as principal advisor to the Commanding Officer in matters related to retention within NSA Bahrain.

b. Duties, Responsibilities, and Authority. The Career Counselor directs, monitors, and assists command personnel to ensure an ongoing viable retention effort is maintained. Coordinates to maximum degree possible with the CMC to ensure that the most current and accurate information is provided with respect to Navy career programs.

1203. Command Judge Advocate(01B). The Command Judge Advocate is assigned additional duty from COMUSNAVCENT as Staff Judge Advocate.

a. Basic Function. The Command Judge Advocate primarily functions as an advisor and staff assistant to the Commanding Officer concerning interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial, and other military laws and regulations in the maintenance of discipline and the administration of justice within the command, as well as any other legal issues of an administrative nature which arise during the course of business.

(1) Draft orders convening courts-martial and appointing orders of officers assigned to conduct Judge Advocate General Manual investigation.

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(2) Ensure officers and enlisted personnel assigned to courts-martial, investigations, and other legal duties are well versed in the legal aspects of their duties.

(3) Collaborate with the Training Officer to ensure that all officers and enlisted personnel are fully acquainted with their rights and obligations under the Uniform Code of Military Justice.

(4) Supervise the technical and clerical preparation of charges.

(5) Participate as required in the proper processing of cases involving non-judicial punishment. Recommend that appropriate cases be referred to trial by courts-martial.

(6) Review records of courts-martial for legality of procedure, findings, and sentences.

(7) Ensure proper preparation of investigative reports as directed by the JAG Manual.

(8) When legal service is unavailable at the Naval Legal Service Branch Office, render personal legal assistance in connection with such matters as wills, deeds, contracts, powers of attorney and domestic relations.

(9) Provide legal assistance in investigating foreign claims and recommend action to authorized adjudicating authorities by the Department of Justice in lawsuits involving the U.S.

(10) Process information and prepare reports for use by the Department of Justice in lawsuits involving the U.S. Government as directed by competent authority.

(11) Provide legal advice and guidance to the Housing Office and the Bahrain School.

(12) Review investigative reports prepared in accordance with the JAG Manual for accuracy, clarity, consistency, completeness, and legal sufficiency. Prepare command endorsement as appropriate.

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(13) Provide advice and assistance on Standards of Conduct, conflicts of interest, integrity and efficiency, Freedom of Information Act and Privacy Act Matters, environmental law matters, congressional inquiries, and fiscal law matters.

(14) Liaison with ISIC Judge Advocate and other judge advocates, as appropriate, concerning significant legal matters requiring coordination outside the command.

(15) Liaise with appropriate local and government legal authorities.

(16) Represent the Commanding Officer at legal disciplinary and regulatory conferences and meetings.

(17) Participate in processing personnel for administrative discharge. Arrange counsel for the respondent, when appropriate, through the Naval Legal Service Office.

(18) As appropriate, sign "By direction" on all correspondence relating to sensitive legal issues.

1204. Safety Manager (01C)

a. Basic Function. The command Safety Manager is responsible for all matters relating to safety, fire prevention, and occupational health matters. The Safety Manager will plan, organize, develop, administer, and evaluate industrial safety and occupational health programs, fulfill safety goals, and carry out program requirements in cooperation with all Department Heads, supervisors, and U.S. Navy employees.

b. Duties, Responsibilities and Authority.

(1) This position is emergency-essential in war-relate emergencies and man-made or natural disasters. The Safety Manager and fire personnel may be required to perform readiness exercises.



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(2) Supervise the fire prevention program and personnel in their required duties to ensure that the command adheres to fire regulations and coordinate with other base facilities to ensure proper action to eliminate fire safety discrepancies. The program guidelines include, but are not limited to, National Fire Prevention Association (NFPA) and Life Safety Code, 101.

(3) Administer the Hazardous Material Control and Management Program, OPNAVINST 4110.2.

(4) Administer the Respirator Protection Program and other related occupational health programs.

(5) Act as NSA Bahrain Explosive Safety Officer with assistance from personnel from Ordnance Security. Update and review all facility site approval documents involving facilities encumbered by or generating ESQD arcs and ensure compliance with NAVSEA OP-5.

(6) Consistently develop a working interface with environmental medical health personnel and visiting industrial hygienists.

(7) Analyze mishap data to determine trends including types of mishaps, equipment involved, frequency and severity of mishaps to government personnel and property in accordance with OPNAVINST 5102.1C.

(8) Initiate and carry out a comprehensive NAVOSH education program, OPNAVINST 5100.23D.

(9) Be assigned by the Commanding Officer as the "Gas Free Engineer," in accordance with NAVSEA S6470-AA-SAF-010.

(10) Plan, schedule and conduct annual and periodic inspection of all facilities and work sites.

(11) Assist in planning and design with PWD, ROICC, departments and tenant commands per the adequate equipment, facilities, design modifications and selection of personnel protection.

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1205. Chaplain (01D)

a. Basic Functions. The Chaplain provides professional guidance to the Commanding Officer in his/her responsibility to provide for the spiritual, religious, moral, and personal well-being of the personnel and dependents of the command, the Bahrain DoDDS School, and all assigned tenant commands. Additional duty to COMUSNAVCENT and deployed units as required or directed.

b. Duties, Responsibilities, and Authority.

(1) Provide worship and religious education opportunity commensurate with his/her own church at appropriate times and locations.

(2) Facilitate worship and religious education opportunities for other faith groups.

(3) Extend pastoral counsel to personnel and their family members in time of bereavement, trouble, distress, or crisis.

(5) Verify requests for emergency leave, humanitarian reassignment, and hardship discharge, and make appropriate recommendations to the Commanding Officer.

(6) Advise the Executive Officer and the Commanding Officer in matters of administrative policy affecting the welfare, morale, and spiritual well-being of the command's personnel.

(7) Liaise between personnel and welfare organizations such as the American Red Cross.

(8) Liaise with local church organizations regarding religious/spiritual issues when required.

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1206. Chief Master at Arms (01E)

a. Basic Function. The Chief Master-at-Arms (CMAA) functions as an assistant to the Executive Officer and Commanding Officer in the enforcement of good order and discipline.

b. Duties, Responsibilities, and Authority.

(1) Enforce all regulations and directives. Assist in ensuring that good conduct and discipline are maintained throughout the command.

(2) Furnish or act as escort for the Commanding Officer, Executive Officer, and official visitors as directed.

(3) Act as bailiff for Commanding Officer's Mast.

(4) Muster and assign transient personnel to working parties.

(5) Assist with personnel inspections, zone inspections, and messing and berthing inspections.

1207. DAPA (01F)

1208. Disaster Preparedness Officer (01G)

a. Basic Function. The Disaster Preparedness Officer (DPO) acts as principal advisor to the Commanding Officer and Executive Officer on matters related to consequence management for man-made and natural disasters.

b. Duties, Responsibilities, and Authority.

(1) Provide plans and policy for disaster and emergency response, and noncombatant relocation operations.

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(2) Advise the Commanding Officer on appropriate.

(3) Chemical, Biological, and Radiological (CBR), as well as Weapons of Mass Destruction (WMD) defense measures.

(4) Manage CBR-D equipment and material. Procure, maintain, and issue equipment for use by Command, base, and satellite installation personnel, as required.

(5) Conduct chemical and biological attack surveillance and monitoring, and provide warning and reporting to higher command.

(6) As the Officer in Charge of the NSA Emergency Response Team and facilities and elsewhere, on order from the Commanding Officer.

(7) Provide CBR-D and emergency response training to Emergency Response Team members and to base personnel as well as drills, exercises, and inspections as deemed appropriate.



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## Chapter I

### Administrative Organization

#### Section 3

##### Department Organization

1301. General. This section sets forth the function, duties, responsibilities, authority, and organizational relationship of Department Heads within the command.

1302. Director of Manpower and Administration (10)

a. Basic Function. The Administrative Officer acts as advisor to the Commanding Officer ensuring administrative procedures of the command are appropriate and responsive to requirements.

b. Duties, Responsibilities, and Authority. The Administrative Officer will:

(1) Observe and report on the effectiveness of administrative policies, procedures, and regulations of the command.

(2) Review all incoming and outgoing correspondence and directives written for the signature or review of the Commanding/Executive Officers and advise on the accuracy of contents and any potential conflicts with existing directives or policies.

(3) Screen, verify, and obtain security clearances for members of the command.

(4) Coordinate the assignment of personnel within the command. Initiate correspondence needed to ensure that pertinent information concerning the command's allowance and use of personnel is brought to the attention of NPC via the chain of command.

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(5) Supervise the preparation of the Plan of the Week and review for arrangement and content.

(6) Ensure full compliance with directives concerning the security and handling of classified correspondence.

(7) Supervise the forwarding of required reports and maintain a master reports tickler file.

(8) Maintain the command's library of official publications.

(9) Perform the functions prescribed for the command's directive control point for all directives prepared, issued, or handled under the Navy Directives Issuance System.

(10) Ensure that all directives, communications, evaluations, and accounting systems are properly executed and handled.

(11) Coordinate, assign, and maintain the command sponsorship program.

(12) Maintain the command correspondence tickler file to ensure all official correspondence is properly executed and accounted for.

(13) Maintain and monitor the FEML and regular leave control and accounting procedures.

(14) Provide official mail support for NSA Bahrain, COMUSNAVCENT and tenant commands.

(15) Provide advice on new and accretited civilian positions to the Executive Officer and schedule all meetings of Position Management Board (PMB) and screen all submissions.

(16) Screen and route all civilian personnel actions.

(17) Manage and update the Activity Manpower Document (AMD) for both civilian and military positions. In put new manpower positions and change or delete manpower positions.

(18) POM for all manpower requirements.

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(19) Overseas the reserve program.

(20) Overseas and manage the Inter Service Support Program (ISSA).

(21) As appropriate, sign "By direction" on all routine correspondence relating to duties of the department.

1303. Director Fleet and Family Support Center (020)

a. Basic Function. The Director of the Fleet and Family Support Center acts as principal advisor to the Commanding Officer on matters relating to family services.

b. Duties, Responsibilities and Authority. The Fleet and Family Support Center Director will operate and provide service in accordance with OPNAVINST 1745.1 series. Fleet and Family Support Center functions include:

family assistance, family education, financial education counseling, family advocacy, employment assistance, transition assistance, relocation assistance, sponsor and ombudsman training and education.

1304. Operations Officer (30)

a. Basic Function. The Operations Officer is responsible to the Commanding Officer for the coordination of activities assigned to the Operations Department.

b. Duties, Responsibilities and Authority.

(1) Ensure that the Aviation Unit is maintained in a working order and can meet all functions required.

(2) Ensure Naval Air Logistic Coordination Center, Southwest Asia (NALCC SWA) is fully capable of coordinating and scheduling logistic support to AOR.

(3) Ensure Air Operations is capable of providing C-12 support for COMUSNAVCENT and the NALCC mission.



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(4) Ensure Port Operations is capable of providing support to U.S. and Fifth Fleet OPCON ships in Bahrain.

(5) Be responsible for the overall management of the Safety/NATOPS program and ensure compliance with all governing directives.

(6) Provide support for aviation detachments assigned to NSA Bahrain.

(7) Serve as liaison between COMUSNAVCENT Operations, COMLOGFORNAVCENT (CTF 53), and Host Nation Authorities as necessary to ensure mission compatibility and advise the Commanding Officer on all operational matters, including changes in status.

c. Organizational Relationships.

(1) The Operations Officer reports to the Executive Officer concerning the performance, readiness and routine administration of the Operations Department. Other officers assigned to the Operations Department report to the Operations Officer.

(2) The Operations Officer reports to the Commanding Officer regarding all safety of flight matters. The Commanding Officer is the approving authority for the daily flight schedule and is responsible for ensuring all flights are scheduled and flown in accordance with pertinent directives.

1304.1 Assistant Operations Officer (30.1)

a. Basic Functions. The Assistant Operations Officer is responsible to the Operations Officer for the coordination of activities assigned to the Operations Department and will assist the Operations Officer in the performance of his functions.

b. Duties, Responsibilities and Authority.

(1) Perform administrative functions and assist in personnel matters as required by the Operations Officer.



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(2) Be aware of all facets of Operations and act as Operations Officer in his absence.

c. Organizational Relationships. The Assistant Operations Officer reports to the Operations Officer regarding assigned duties. The following personnel report to the Assistant Operations Officer concerning routine administrative and personnel matters:

- (1) Air Operations Division Officer.
- (2) Port Operations Division Officer.
- (3) NALCC Division Officer.
- (4) Operations Administrative Officer.
- (5) Operations Supply Officer.
- (6) AVUNIT Officer-in-Charge.
- (7) On-Site-Government-Representative.
- (8) Aviation Safety Officer.

1304.2 Operations Administrative Officer (30.2)

a. Basic Function. Responsible to the Assistant Operations Officer and will assist the Assistant Operations Officer in performance of his functions.

b. Duties, Responsibilities and Authority

(1) Perform administrative functions and assist in personnel matters as required by the Assistant Operations Officer.

c. Organizational Relationships. The Operation Administrative Officer reports to the Assistant Operations Officer regarding assigned duties.

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1304.3 Operations Supply Officer (31)

a. Basic Function. Responsible to the Operations Officer for the accomplishment of general supply duties to include yearly Operations Department budget formulation, review, execution and accounting.

b. Duties, Responsibilities and Authority.

(1) Prepare all contracts and submit to the Comptroller's Office prior to the beginning of the fiscal year.

(2) Prepare Operations Department budget and funding justifications.

(3) Monitor, control and account for authorized funds.

(4) Review and verify monthly purchase card statements for all department cardholders.

(a) Organizational Relationships. The Operations Supply Officer reports to the Operations Officer via the Assistant Operations Officer regarding all supply matters and assigned duties. The Operations Supply Petty Officer reports to the Operations Supply Officer.

1304.4 Port Operations Division Officer (32)

a. Basic Function. Responsible to the Operations Officer for coordination of logistics support for all U.S. and Fifth Fleet OPCON ships in Bahrain.

b. Duties, Responsibilities and Authority.

(1) Ensure production and distribution of the daily and long range ships schedules.

(2) Serve as liaison with port authorities for berthing and anchorage.

(3) Direct the husbanding agent in providing required services based upon ship logistic requests (LOGREQs) received through message traffic.

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(4) Track ship logistics for Bahrain. Responsible for coordinating with Harbor Patrol Unit as well as Bahraini Coast Guard to provide escort coverage for US and FIFTH Fleet OPCON ships transiting in and out of port.

(5) Support the requirements of Fifth Fleet as identified by COMUSNAVCENT Surface Operations (N31).

(6) Organize and provide port briefs to all U.S. and FIFTH Fleet OPCON ships upon arrival. Maintain a presence on the pier; serve as liaison between Supply, Public Works and tenant commands as necessary to meet ship requirements while in Bahrain.

(7) Monitor and coordinate the training of division personnel and ensure that individual training jackets for enlisted personnel are accurately maintained.

(8) Maintain Division Officer records on all enlisted division personnel.

(9) Coordinate with EOD dive team, security K-9 unit, and security boarding team to organize daily inspection schedule for delivery of watercraft services alongside ships.

(10) Maintain divisional history record to provide detailed statistical information to the chain of command.

c. Organizational Relationships. The Port Operations Division Officer reports to the Operations Officer via the Assistant Operations Officer concerning the performance and readiness of the Port Operations division.

1304.5 Air Operations Division Officer (33)

a. Basic Function. Responsible to the Operations Officer to schedule and operate assigned UC-12M aircraft in support of COMUSNAVCENT and the NALCC mission.

b. Duties, Responsibilities and Authority.



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(1) Ensure production and distribution of the daily UC-12M flight schedule.

(2) Track 7B and 7F funds.

(3) Track flight hours of aircraft and aircrew assigned.

(4) Ensure all flight publications are updated monthly.

(5) Monitor and coordinate the training of division personnel and ensure individual training jackets for all enlisted personnel are accurately maintained.

(6) Maintain a Division Officer record on all enlisted division personnel.

(7) Maintain divisional history record to provide detailed statistical information to the chain of command.

(8) Ensure pilot and aircrew flight logbooks are properly maintained.

c. Organizational Relationships. The Air Operations Division Officer reports to the Operations Officer via the Assistant Operations Officer concerning the performance and readiness of the Air Operations division. The Logs and Records Petty Officer reports to the Air Operations Division Officer.

#### 1304.6 NATOPS Officer (35)

a. Basic Function. The NATOPS Officer will be designated in writing by the Commanding Officer and will be responsible to the Operations Officer.

#### b. Duties, Responsibilities and Authority

(1) Ensure the NATOPS program is active, effective, and in compliance with all governing directives.

(2) Ensure aircrews are properly qualified per the current UC-12M NATOPS Manual.



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(3) Ensure evaluation flights are flown and administer exams as required.

(4) Maintain aircrew training jackets and required records.

(5) Develop and maintain UC-12M Standard Operating Procedures (SOP).

c. Organizational Relationships. The NATOPS Officer reports to the Operations Officer via the Assistant Operations Officer regarding standardization and qualifications of pilots and aircrew and the performance and readiness of the NATOPS program.

1304.7 Aviation Safety Officer (35)

a. Basic Function. The Aviation Safety Officer will be designated in writing by the Commanding Officer and is responsible to the Commanding Officer for the effective management of the aviation safety program.

b. Duties, Responsibilities and Authority.

(1) Maintain an aggressive aviation safety awareness program in compliance with all governing directives.

(2) Identify all potential aviation safety hazards and report per OPNAVINST 3750.6.

(3) Investigate all UC-12M aviation mishaps as a member of the command mishap board.

(4) Maintain the MISHAP investigation kit that will be stored at the Aviation Unit.

c. Organizational Relationships. The Aviation Safety Officer reports directly to the Commanding Officer on matters pertaining to the command's aviation safety program and to the operations Officer concerning the routine administration of the aviation safety program.

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1304.8 On-Site Support Government Representative (OSGR) (36)

a. Basic Function. Responsible for providing a liaison between the On-Site Support Center (OSC) and Operations Department personnel.

b. Duties, Responsibilities and Authority

(1) Protect the Navy's interests regarding goods and services being furnished by the Contractor by monitoring and auditing OSC performance.

(2) Coordinate with the Contractor on a daily basis to orchestrate aircraft maintenance requirements including special or conditional inspections, flight schedules and resulting working hours.

(3) Sign certificates of completion of work and verify receipt of on-site materials.

(4) Become familiar with the requirements of the Operational Logistic Support Plan and the Contractor's On-Site Procedures Manual.

(5) Serve as liaison between COMNAVAIRLANT, NAVAIRSYSCOM and PMA 207 as necessary.

c. Organizational Relationships. The OSGR reports to the Operations Officer via the Assistant Operations Officer on matters pertaining to contract maintenance on station UC-12M aircraft.

1304.9 Aviation Unit Officer-in-Charge (AVUNIT OIC) (37)

a. Basic Functions. The AVUNIT OIC is responsible to the Operations Officer for the management of the AVUNIT and the Support Equipment (SE) Division.

b. Duties, Responsibilities and Authority.

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(1) Serve as the Command's liaison between AVUNIT tenant commands and Bahrain International Airport Civil Aviation Affairs (BIA CAA) Officials.

(2) Be aware of all facets of AVUNIT and SE Division Operations.

c. Organizational Relationships. The AVUNIT OIC reports to the Operations Officer via the Assistant Operations Officer concerning the maintenance, performance and readiness of the AVUNIT facilities and the SE Division. The following personnel report to the AVUNIT OIC:

(1) Aviation Unit Facilities Manager

(2) Support Equipment Division Officer

1304.10 Aviation Unit Facilities Manager (37.1)

a. Basic Function. Responsible to the AVUNIT OIC for the maintenance of the AVUNIT facilities.

b. Duties, Responsibilities and Authority

(1) Initiate and monitor all repair contracts for AVUNIT facilities.

(2) Ensure upkeep and cleanliness of all equipment and facilities.

(3) Serve as liaison between BIA CAA and CTF-53/AMC to ensure the airport authorities are aware of allocated ramp space for incoming U.S. aircraft.

(4) Serve as liaison between NSA Security Department, BIA Security, and Bahrain Public Security to ensure proper physical security of the AVUNIT and U.S. aircraft.

(5) Coordinate all facility improvement projects with CAA and Public Works Department.



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(6) Monitor safety and foreign object damage procedures for the AVUNIT.

(7) Coordinate with tenant activities to ensure optimum use and conditions of facilities are maintained.

(8) Advise the AVUNIT OIC of all deficiencies and corrective actions required.

c. Organizational Relationships. The AVUNIT Facilities Manager reports to the AVUNIT OIC concerning the performance and readiness of the AVUNIT.

1304.11 Support Equipment (SE) Division Officer (37.2)

a. Basic Function. Responsible to the AVUNIT OIC for the effective management of the SE division.

b. Duties, Responsibilities and Authority

(1) Ensure adequate SE availability in support of fleet and shore based detachments.

(2) Ensure SE is maintained in accordance with all governing directives. Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(3) Monitor and coordinate the training of division personnel and ensure individual training jackets for all enlisted personnel are accurately maintained.

(4) Maintain Division Officer records on all enlisted division personnel.

(5) Serve as liaison between AIMD Sigonella, CTF-53 and assigned aviation detachments to ensure optimum customer service and effective allocation of available SE.

(6) Manage the HAZMAT/HAZWASTE Program for the SE division.



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(7) Maintain divisional history record to provide detailed statistical information to the chain of command.

c. Organizational Relationships. The SE Division Officer reports to the AVUNIT OIC concerning the performance and readiness of the SE Division.

1304.12 NALCC Division Officer (38)

a. Basic Function. Responsible to the Operations Officer to carry out the NALCC mission.

b. Duties, Responsibility and Authority

(1) Ensure maximum logistic support by scheduling assigned air assets in the most efficient manner practicable.

(2) Maintain an up-to-date turnover file of current operations and diplomatic clearance procedures.

(3) Produce and distribute the monthly NALCC Duty Officer watch bill.

(4) Monitor and coordinate the training of division personnel and ensure individual training jackets for all enlisted personnel are accurately maintained.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Maintain divisional history record to provide detailed statistical information to the chain of command.

c. Organizational Relationships. The NALCC Division Officer reports to the Operations Officer via the Assistant Operations Officer concerning the performance and readiness of the NALCC division.

1304.13 NALCC Duty Officer (38.1)

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a. Basic Function. Responsible to Operations Officer for the planning, prioritizing and assignment of U.S. Navy logistic aircraft.

b. Duties, Responsibilities and Authority

(1) Act as NALCC Division Officer in his absence.

(2) Manage workload of NALCC schedulers as needed.

(3) Maintain current aircraft status and notify all parties involved of any changes in mission or aircraft status in the most expeditious manner practical.

(4) Maintain an up-to-date pass down and advise the oncoming watch of mission status.

(5) Provide daily NALCC status report to the CO.

c. Organizational Relationships. The NALCC Duty Officer reports to the Operations Officer via the Assistant Operations Officer concerning daily NALCC operations and to the NALCC Division Officer concerning the performance and readiness of the NALCC division.

1304.14 Assigned Aviation Detachments (39)

a. Basic Function. Report administratively to NSA Bahrain via the Operations Officer.

b. Duties, Responsibilities and Authority

(1) Ensure records and qualifications are current.

(2) Ensure logistic flight records (LFRs) are completed and entered into the JALIS system for each mission flight.

(3) Keep the NALCC Duty Officer informed of any situations that would affect ability to provide fleet support.

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c. Organizational Relationships. Assigned detachments will report to the Operations Officer via the NALCC Duty Officer on matters concerning the detachment's readiness and to the AVUNIT OIC on matters concerning AVUNIT facilities and BIA operating procedures.

1305. Supply Officer (40)

a. Basic Function. The Supply Officer is responsible to the Commanding Officer for the accomplishment of general base support logistics duties to include providing base services to the command, tenant commands, and other components of DOD and U.S. civilian agencies.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined in reference (b), the Supply Officer will:

(1) Prepare policies and establish procedures for administration of the Supply Department.

(2) Provide base services to include supply support, Ship's Store, Transient Quarters, Personnel Support Office, Post Office, Customs, and Personal Property Shipping Office.

c. Organizational Relationships. The Supply Officer reports to the Commanding officer via the Executive Officer concerning the performance, readiness and routine administration of the Supply Department. However, the Supply Officer may confer directly with the Commanding Officer when the situation calls for it, and will keep the Executive Officer appropriately informed of the results.

1305.1 Assistant Supply Officer (40A)

a. Basic Functions. The Assistant Supply Officer is responsible to the Supply Officer and will assist the Supply Officer in performance of assigned functions.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Assistant Supply Officer will:



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(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer.

(2) Be aware of all facets of Supply Department operations and act as Supply Officer in his absence.

c. Organizational Relationships. The Assistant Supply Officer reports to the Supply Officer regarding assigned duties. The following personnel report to the Supply Officer via the Assistant Supply Officer concerning routine administrative and personnel matters:

- (1) Stores Division Officer.
- (2) Ship's Store Division Officer.
- (3) Combined Bachelor Housing Division Officer.
- (4) Transient Liaison Unit Division Officer.
- (5) Personnel Support Officer.
- (6) Disbursing Division Officer.
- (7) Personnel/Transportation Division Officer.
- (8) Postal Division Officer.
- (9) Customs Officer.
- (10) Personal Property Director.

1305.2 Stores Division Officer (43)

a. Basic Function. The Stores Division Officer is responsible to the Supply Officer for the operation of the General Stores (GSK) division.



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b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Stores Division Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Maintain and operate a consumable issue inventory for common high usage consumable materials for NSA Bahrain and tenant commands.

(7) Maintain and operate a DCUU (Desert Camouflage Utility Uniform) inventory for NSA Bahrain and tenant commands.

(8) Operate a Material Handling Equipment (MHE) program to support peacetime and contingency logistic operations.

c. Organizational Relationships. The General Stores Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

1305.3 Ship's Store Division Officer (46)

a. Basic Function. The Ship's Store Officer is responsible to the Supply Officer for the operation of the Ship's Store in providing retail sales and merchandise.

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b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Sales Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Operate a Ship's Store in accordance with Navy Exchange Service Command (NEXCOM) guidance to provide a reliable source of necessary health, comfort and convenience items at the lowest practical price.

(7) Operate a video souq, package store, Burger King, Baskin Robbins, and other concession outlets as necessary to meet the diverse needs of our customers.

c. Organizational Relationships. The Sales Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

1305.4 Combined Bachelor Housing Officer (47)

a. Basic Function. The Combined Bachelor Quarters Officer is responsible to the Supply Officer for the operation of the Combined Bachelor Quarters.

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b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Combined Bachelor Housing Division Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Operate a transient quarters providing support for all TAD personnel assigned to NSA Bahrain, tenant commands, and COMUSNAVCENT, as well as military and civilian government personnel transiting through Bahrain en route to deployed fleet assets and those departing deployed fleet assets en route to CONUS.

(7) Coordinate, monitor, and track the daily occupancy of U.S. military and government civilian personnel, traveling to or through Bahrain on TAD/TDY/TEM DUINS orders (i.e., receiving per diem), residing in hotels and/or flats.

(8) Provide assistance to the NSA Bahrain Housing office for all PCS (long term residents) personnel concerning occupancy and force protection monitoring.

c. Organizational Relationships. The Combined Bachelor Housing Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.



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1305.5 Transient Liaison Unit Division Officer (47A)

a. Basic Function. The Transient Liaison Unit Officer is responsible to the Supply Officer for the operation of the Transient Liaison Unit.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Transient Liaison Division Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Meeting passengers arriving on all incoming commercial (daily) and AMC flights (twice weekly).

(7) Coordinate with the Passenger Control Point (PCP) to ensure that the most current AMC flight schedule is used to meet incoming flights.

(8) Assisting recently arrived personnel with transportation from the airport to NSA Bahrain (Sentinel Hall).

(9) Ensure that all new arrivals are properly briefed on, and receive an information sheet discussing the current force protection environment and level.



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(10) Providing all arriving transient personnel with a "mustering of transient personnel" memo signed by the TLU officer.

(11) Daily mustering of transient personnel.

(12) Brief all transient personnel daily concerning departure times and onward transportation schedules. This includes changes to departure schedules due to flight changes and cancellations.

c. Organizational Relationships. The Transient Liaison Unit Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

1305.6 Personnel Support Officer (45)

a. Basic Function. The Personnel Support Officer is responsible to the Supply Officer for the operations of the personnel, disbursing, and passenger transportation functions.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Personnel Support Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Oversee the overall operation of the Personnel, Disbursing, and Transportation functions to ensure optimum coordination and integration of efforts to maximize customer service and customer satisfaction.

(3) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(4) Oversee the assignment of personnel to duties to ensure thorough training and proficiency of assigned personnel.

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(5) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

1305.7 Disbursing Officer (45A)

a. Basic Function. The Disbursing Officer is responsible to the Supply Officer for the operation of the Disbursing Office.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Disbursing Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Provide disbursing services to include check cashing, bill paying, processing travel claims and maintenance of Personal Financial Records of assigned personnel.

(7) Maintain the proper operation of the disbursing division, ensuring accountability for all government funds in the performance of functions described in paragraph 1305.2b(2) and in the proper payment of dealer's bills.

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c. Organizational Relationships. The Disbursing Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

1305.8 Personnel/Transportation Officer (45B)

a. Basic Function. The Personnel Officer is responsible to the Supply Officer and Assistant Supply Officer for the operations of the personnel and transportation functions.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Personnel Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Prepare and maintain service records of officers and enlisted personnel including processing transfers, receipts, advancements, reenlistments, evaluations, leave, identification cards, and interdepartmental transfers/receipts.



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(7) As Transportation Officer, shall provide passenger transportation services, coordinate official AMC and commercial air transportation for and space available travel for authorized passengers. This includes providing travel advice, reservations, ticketing, baggage handling and customs clearance functions for outgoing personnel, both those permanently assigned to the AOR and shipboard personnel when requested.

1305.9 Postal Division Officer (44)

a. Basic Function. The Postal Officer is responsible to the Supply Officer for the proper operation of the Post Office.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Postal Officer will:

(1) Perform administrative functions and assist in personnel matters as required by the Supply Officer and Assistant Supply Officer.

(2) Monitor and coordinate the training of division personnel and ensure that individual training jackets for all enlisted personnel are accurately maintained.

(3) Assign personnel to duties within the division and develop a rotation program for general duties to ensure thorough training and proficiency of assigned personnel.

(4) Conduct periodic interviews with division personnel to counsel, guide, or allow the expression of complaints or grievances.

(5) Maintain a Division Officer record on all enlisted division personnel.

(6) Direct the Postal Division which will operate a Military Post Office, including:

(a) Ensure timely distribution of mail through mail orderlies appointed from each division/department/command.

(b) Designate Custodians of Postal Effects (COPE) and Military Postal Clerks (MPC).

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(c) Ensure proper security stowage for all postal effects held in trust.

(d) Conduct audits of stamp accounts.

(e) Conduct audits of money orders, ensure proper safeguarding of money orders, business and associated functions on each day money order business is conducted.

(f) Ensure compliance with OPNAVINST 5112.4 series and OPNAVINST 5112.5 series (which includes DOD Postal Manuals, Vols I and II respectively); OPNAVINST 5112.6 series and the U.S. Postal Service Publications.

c. Organizational Relationships. The Postal Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

1305.10 Customs Officer (42)

a. Basic Function. The Customs Officer is responsible to the Supply Officer for operation of the military customs inspection office.

b. Duties, Responsibilities and Authority. In amplification of assigned duties, the Customs Officer will:

(1) Operate the Military Customs Inspection (MCI) office in Bahrain.

(2) Inspect each household goods shipment for personnel assigned to Bahrain prior to their return to the Customs Territory of the United States and maintain all associated files.

c. Organizational Relationships. The Customs Officer reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

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1305.11 Personal Property Director (41)

a. Basic Function. The Personal Property Director is responsible to the Supply Officer for the operation of the military personal property and household goods office.

b. Duties and Responsibilities. In amplification of assigned duties, the Personal Property Director will:

(1) Coordinate the shipment of inbound/outbound personal property to include household goods, privately owned vehicles and unaccompanied baggage.

(2) Provide "duty free" exemption certification letters for official cargo received via ocean and airlift.

c. Organizational Relationships. The Personal Property Director reports to the Supply Officer via the Assistant Supply Officer regarding assigned duties.

1306. Morale, Welfare and Recreation (MWR) Director (50)

a. Basic Function. The MWR Director is the Chief Operating and Financial Officer of the MWR Department and is accountable to the Executive Officer for program content, financial integrity, and health and successful accomplishment of the MWR mission. The MWR Director ensures programs are conducted to provide essential recreation services to operational commands/units and other tenant activities on-board as well as to ensure program outputs improve and maintain the morale, well-being and quality of life of assigned military and civilian personnel and their family members.

b. Duties, Responsibilities and Authority. The MWR Director will:

(1) Supervise the activities of the Recreation Services Director, Food and Beverage Manager, Child Development/Youth Activities Program Director, Publicity/Marketing Manager, MWR Programs Manager, Supply/Warehousing Manager, and Business Manager.



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- (2) Ensure proper interface between all MWR Divisions.
- (3) Assume responsibility for submission of overall NAF and APF budget submission to higher authority.
- (4) Ensure financial and operating standards are met as well as activity solvency maintained.
- (5) Encourage responsible use of alcoholic beverages.
- (6) Recommend the employment and discharge of employees paid from activity funds and establish working hours for employees.
- (7) Establish a training program for all department personnel that provide continual training in quality job performance, sanitation, safety, fire prevention, drug and alcohol abuse prevention, and standards of conduct.
- (8) Conduct personnel administration following pertinent laws, and Office of Personnel Management (OPM), DOD, Navy and NAVPERSCOM policies, regulations and instructions.
- (9) Stay informed of all current policies and regulations applicable to department operations.

1306.1 Recreation Services Director (51)

a. Basic Function. The Recreation Services Director serve as a Division Officer under the MWR Director. The incumbent is responsible for the day to day operation of the MWR Recreation division including all aspects of program design, budget, and operational management.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined and BUPERS 1710.11B (Navy Recreation Program Operational Policies) the incumbent will:

- (1) Supervise the overall operation of the Recreation Division including the development and execution of programs, budgeting, internal controls, and development of facility improvement and equipment procurement programs.

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(2) Maintain custody of all government property of the Recreation Division and pertinent records. The manager is responsible for the safekeeping, preservation and accessibility for inspection of all property and will not permit removal from the activity's premises without the Commanding Officer's approval.

(3) Verify merchandise receipts and the safekeeping of all merchandise.

(4) Establish effective cost and cash controls.

(5) Maintain accurate accounts and records.

(6) Stay informed of all current policies and regulations applicable to Recreation operations.

(7) Programs/facilities under the Recreation Services Director's area of responsibility include Recreation Programs, Athletic Programs, Aquatic Programs, Recreation Centers (2), Library, Theater, Information/Tickets/Tours (ITT), Laundromat, Vending Operations, Gymnasium, Bowling, Aerobics/Fitness Centers, Gear Issue, and Swimming Pools (2).

1306.2 Food and Beverage Manager (56)

a. Basic Function. The Food and Beverage Manager serves as a Division Officer under the MWR Director. The incumbent is responsible for the day to day operation of the MWR Food and Beverage Division including all aspects of program design, budget, and operational management.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined and BUPERS 1710.11B (Navy Recreation Program Operational Policies) the incumbent will:

(1) Supervise the overall operation of the Food and Beverage Division including the development and execution of programs, budgeting, internal controls, and development of facility improvement and equipment procurement programs.



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(2) Maintain custody of all government property of the Food and Beverage Division and pertinent records. The manager is responsible for the safekeeping, preservation and accessibility for inspection of all property and will not permit removal from the activity's premises without the Commanding Officer's approval.

(3) Verify merchandise receipts and the safekeeping of all merchandise.

(4) Establish effective cost and cash controls.

(5) Maintain accurate accounts and records.

(6) Stay informed of all current policies and regulations applicable to Food and Beverage operations.

(7) Programs/facilities under the Food and Beverage Manager's area of responsibility include Clubs/Bars (8), Oasis Restaurant, DOME Restaurant, Bahrain School (DODDS) Lunch Program, BISA Dormitory Cafeteria, U.S. Embassy Cafeteria, Aviation Unit Snack Bar, Oasis Sandwich Shop, Mobile Canteen and all Catering Services.

1306.3 Child Development/Youth Activities Program Director (53)

a. Basic Function. The Child Development/Youth Activities Program Director serves as a Division Officer under the MWR Director. The incumbent is responsible for the day to day operation of the MWR Child Development/Youth Activities Division including all aspects of program design, budget, and operational management.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined and BUPERS 1710.11B (Navy Recreation Program Operational Policies) the incumbent will:

(1) Supervise the overall operation of the Child Development/Youth Activities Division including the development and execution of programs, budgeting, internal controls, and development of facility improvement and equipment procurement programs.



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(2) Maintain custody of all government property of the Child Development/Youth Activities Division and pertinent records. The manager is responsible for the safekeeping, preservation and accessibility for inspection of all property and will not permit removal from the activity's premises without the Commanding Officer's approval.

(3) Verify merchandise receipts and the safekeeping of all merchandise.

(4) Establish effective cost and cash controls.

(5) Maintain accurate accounts and records.

(6) Stay informed of all current policies and regulations applicable to Child Development/Youth Activities operations.

(7) Programs/facilities under the Child Development/Youth Activities Program Director's area of responsibility include CDC Programs, School Age Care Programs, Youth/Teen Activities, Youth Center and Teen Center.

1306.4 Publicity/Marketing Director (54)

a. Basic Function. The Publicity/Marketing Director serves as a Division Officer under the MWR Director. The incumbent is responsible for the day to day operation of the MWR Publicity/Marketing Division including all aspects of program design, budget, and operational management.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined and BUPERS 1710.11B (Navy Recreation Program Operational Policies) the incumbent will:

(1) Supervise the overall operation of the Publicity/Marketing Division including the development and execution of programs, budgeting, internal controls, and development of facility improvement and equipment procurement programs.

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(2) Maintain custody of all government property of the Publicity/Marketing Division and pertinent records. The manager is responsible for the safekeeping, preservation and accessibility for inspection of all property and will not permit removal from the activity's premises without the Commanding Officer's approval.

(3) Verify merchandise receipts and the safekeeping of all merchandise.

(4) Establish effective cost and cash controls.

(5) Maintain accurate accounts and records.

(6) Stay informed of all current policies and regulations applicable to Publicity/Marketing operations.

(7) Programs under the Publicity/Marketing Manager's area of responsibility include Advertising, Marketing and Promotion Programs, Retail Printing Services and Customer Service Training.

1306.5 MWR Programs Manager (52)

a. Basic Function. The Programs Manager serves as a Division Officer under the MWR Director. The incumbent is responsible for the day to day operation of the MWR Programs Division including all aspects of program design, budget, and operational management.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined and BUPERS 1710.11B (Navy Recreation Program Operational Policies) the incumbent will:

(1) Supervise the overall operation of the Programs Division including the development and execution of programs, budgeting, internal controls, and development of facility improvement and equipment procurement programs.

(2) Maintain custody of all government property of the Programs Division and pertinent records.

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(3) The manager is responsible for the safekeeping, preservation and accessibility for inspection of all property and will not permit removal from the activity's premises without the Commanding Officer's approval.

(4) Verify merchandise receipts and the safekeeping of all merchandise.

(5) Establish effective cost and cash controls.

(6) Maintain accurate accounts and records.

(7) Stay informed of all current policies and regulations applicable to Programs operations.

(8) Programs under the Programs Manager's area of responsibility include Single Military Programs, Community Activities, Entertainment Programs, Fleet Recreation Programs, Outreach Programs, Commercial Sponsorship, DOD/USO Show Coordination and all special events budget, and operational management.

b. Duties, Responsibilities, and Authority. In amplification of the duties outlined and BUPERS 1710.11B (Navy Recreation Program Operational Policies) the incumbent will:

(1) Supervise the overall operation of the Business Division including the development and execution of programs, budgeting, internal controls, and development of facility improvement and equipment procurement programs.

(2) Maintain custody of all government property of the Business Division and pertinent records. The manager is responsible for the safekeeping, preservation and accessibility of all property and will not permit removal from the activity's premises without the Commanding Officer's approval.

(3) Verify merchandise receipts and the safekeeping of all merchandise.

(4) Establish effective cost and cash controls.

(5) Maintain accurate accounts and records.



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(6) Stay informed of all current policies and regulations applicable to Business operations.

(7) Programs/facilities under the Business Manager's area of responsibility include Purchasing/Procurement, Payroll, Accounts Receivable, Central Cashier, CBQ Accounting and all Concessionaire Operations (Barber/Beauty Shop, Dry Cleaners, Shoe Shop, Tailor Shop, Internet Café, Perfume Shop and Veterinary Clinic).

1306.6 Business Manager (55)

1310. Information Systems Department Head (60)

a. Basic Function. The IS Department Head is responsible for the supervision of all aspects of computers and peripherals, all AIS functions and administration associated with AIS security and posture.

b. Duties, Responsibilities and Authority. In amplification of duties outlined in reference (a), the IS Department Head will:

(1) Manage and authorize all Abbreviated Systems Decision Papers with the assistance of the ISRB within NSA Bahrain and tenant commands throughout the AOR.

(2) Provide user support, repair, maintenance and service for all AIS equipment including desktop computers, peripherals and local area networks (LAN) for NSA Bahrain and in accordance with established ISSAa and MOUs for tenant commands.

(3) Maintain the command's Information Systems security plan, including training for all Terminal Area Security Officers (TASOs) in each department. Maintain and direct an overall AIS security program throughout the AOR.

(4) Direct the corrective maintenance of all AIS equipment assigned throughout the AOR.

(5) Provide technical services on a 24-hour basis to all commands and maintain an adequate watchbill for Information Systems Technicians.

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(6) Accomplish short and long-range planning, programming and budgeting activities required to support the command Officer Automation (OA) System, Local Area Network (LAN) and Electronic Mail and Message Dissemination System (MDS).

(7) Provide management, technical and administrative control of the AIS Department. Serve as senior management authority in connection with the planning, programming, budgeting, development and acquisition of NAVCENT AIS computer software and hardware.

(8) Evaluate and develop salient characteristics and capabilities for computer equipment and software with regard to AIS selection, utilization and acceptance.

(9) Select, acquire and implement commercial-off-the-shelf (COTS) database and budget management systems to support Personnel, Supply and Comptroller functions. Advise and support the design, development, integration and maintenance of existing new or upgraded systems.

(10) Apply configuration management disciplines to establish a baseline inventory of software and hardware and maintain control over all changes made to that baseline. This includes updates to the Navy Automated Resource Management System (ARMS), minor property records and the Command master inventory.

(11) Monitor contract performance and manage all computer related acquisition actions. Assure surveillance of critical program issues through Project Management of representation on Joint Staff, USCENCOM, or OPNAV Technical User Groups. Serve as the NSA Bahrain contractor's technical representative.

(12) Assist end users in different departments in deciding which process to automate, selection of software and/or equipment and use of available technology.



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(13) Evaluate contractor delivered systems, products, services, requirements and acquisitions. Monitor distribution, maintenance, production, planning and scheduling of C4 initiatives. Provide technical support for management of network information used to support administrative, operations, intelligence, planning, logistic, and comptroller functions.

1310.1 Information Systems Security Manager (ISSM)

a. Basic Function. The ISSM is responsible for ensuring all personnel are within compliance with current command directives and applicable DOD instructions.

b. Duties, Responsibilities and Authority. In amplification of his/her duties, the ISSM will:

(1) Ensure that an Information Systems Security Plan (ISSP) and accreditation schedule is developed and maintained.

(2) Ensure that Information System Security Officers (ISSO) and Terminal Area Security Officers (TASO) are appointed in writing where applicable.

(3) Ensure all information security requirements are maintained including Risk Assessment, Security Test & Evaluation (ST&E), and a contingency plan.

(4) Ensure applicable Security Operating Procedures (SOPs) are established for all departments and divisions.

(5) Ensure TEMPEST requirements are being met in accordance with SECNAVINST 5231.1 series.

(6) Ensure all Information Security (IS) incidents or violations are investigated, documented, and reported to proper authority (i.e. command security manager, commanding officer, NAVCIRT).

(7) Conduct periodic checks to ensure IS security requirements are met. At a minimum, checks will be performed annually or when the command security posture changes.



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(8) Ensure configuration management of all staff hardware and software.

(9) Ensure training for all IS security staff personnel and users.

(10) Monitor IS procurements for security impact to ensure compliance with security requirements.

(11) Maintain an inventory of all AIS equipment.

(12) Ensure all microcomputer/work stations, printers, or peripheral storage devices are labeled with the highest classification of data authorized to be processed. The label will be visible to the operator and not easily removable.

(13) Work with the security manager to ensure physical and personnel security requirements are met.

(14) Establish an Incident Response Program to ensure all incidents (i.e. security violations, virus detection etc.) are investigated and reported in accordance with NAVSO Pub 5239-19 (Computer Incident Response Guidebook).

(15) Ensure that the Controlled Access Protection requirements outlined in NAVSO Pub 5239-15 are being met.

1311. Public Works Officer (70)

a. Basic Functions. The Public Works Officer is responsible for all design and construction, maintenance, repair and operation of facilities and utilities, transportation assets, housing and temporary quarters leases, real estate management and environmental programs.

b. Duties, Responsibilities, and Authority. In amplification of duties as outlined in reference (b), he/she will:

(1) Utilize the department's resources to provide proper maintenance of NSA Bahrain facilities.

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(2) Administer facilities support contracts, design and construction contracts, and vehicle leasing contracts.

(3) Manage NSA Bahrain transportation assets.

(4) Manage the flag quarters and temporary quarters facility leases, and provide PCS personnel assistance in locating suitable housing and guidance prior to signing lease agreements.

(5) Operate and maintain the utilities systems for NSA Bahrain facilities, including electricity, water, sewage.

(6) Manage land use/site approvals.

(7) Manage the command Chemical, Biological and Radiological Defense Program. (Delete this bullet, change numbers on remaining).

(8) Manage space utilization.

(9) Maintain real property records.

(10) Accomplish special projects.

(11) Manage the environmental protection program.

(12) Manage the hazardous waste program.

(13) Manage the energy conservation program.

(14) Provide special event support.

(15) As appropriate, sign "By direction" on all correspondence relating to duties of the department.

c. Organizational Relationship. The Public Works Officer reports to the Executive Officer, except as Resident Officer in Charge of Construction where he reports Engineering Field Activity, Mediterranean.

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1311.1 Assistant Public Works Officer (70A)

a. Basic Function. The Assistant Public Works Officer will assist the Public Works Officer with all duties and responsibilities. The Assistant Public Works Officer also functions as the Department Head during the Public Works Officer's absence.

1312. Comptroller (80)

a. Basic Function. Act as technical advisor on all financial aspects of operations on NSA Bahrain and Budget and Accounting Officer for COMUSNAVCENT. Basic duties include budget formulation, review, execution and accounting.

b. Duties, Responsibilities, and Authority

(1) Provide guidance and instructions for preparation of departmental budgets.

(2) Review budget estimates submitted by departments; recommending approval, revision or disapproval of items to the Commanding Officer.

(3) Prepare activity budget and justifications.

(4) Prepare activity financial spending plan.

(5) Control and monitor funds authorized.

(6) Review program performance against financial plan; analyze variances and recommend action when appropriate.

(7) Control, review and monitor reimbursables.

(8) Maintain official and automated memorandum accounting systems.

(9) Control and maintain Inter-Service Support Agreements with tenant commands.

(10) Manage the purchase card and government travel programs.



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(11) Supervise and coordinate civilian timekeeping, payroll and leave.

1313. Director Human Resources Office (90)

a. Basic Function. The Director Human Resources Officer (HRO) acts as principal advisor to the Commanding Officer in matters related to recruiting, hiring and retaining of civilian employees supporting NSA Bahrain.

b. Duties, Responsibilities, and Authority. The Director Human Resources directs, monitors, and assists civilian personnel to ensure an ongoing viable retention effort is maintained and the mission of all serviced commands is met. Coordinate to maximum degree possible with servicing commands to ensure security clearances, if required, accurate civilian employment requirement information is provided and updated. Coordinate with serviced commands receiving feedback about the civilian workforce to ascertain that the mission is being met.

1314. Naval Security Force Officer (100)

a. Basic Function. The NSF OIC (Security Officer) is responsible to the Commanding Officer of NSA Bahrain for the coordination of activities assigned to the Naval Security Force.

b. Duties, Responsibilities and Authority. In amplification, he shall:

(1) Plan, manage, implement and direct the command's physical security, law enforcement, force protection, antiterrorism, and loss prevention programs per all pertinent DoD, SECNAV, and OPNAV directives.

(2) Maintain force protection and antiterrorism measures at all NSA Bahrain facilities, to include NSA Bahrain, Harbor Protection Unit Compound, Mina Sulman Pier/Port, Sitrah Anchorage, DODD School, Aviation Unit and Admiral's Residence. In addition, maintain FP/AT of U.S. assets and assigned friendly forces assets at Jebel Ali Port and Fujairah Port, when assigned.

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(3) Ensure investigation of all incidents not covered under by NCIS's jurisdiction per directives.

(4) Provide guidance and direction to subordinates on law enforcement and physical security policy, procedures and practices, force protection, antiterrorism, drug enforcement, customs inspection, crime prevention, military working dogs, traffic control, personnel access, and vehicle registration.

(5) Ensure on-going training is conducted within NSF.

(6) Coordinates security exercises and inspections to ensure consistency in doctrine and tactics.

(7) Interface with other U.S. Government security personnel (State Department, COMUSNAVCENT, etc.) and Host Nation security/police services (BDF, BPS).

(8) Monitor the Auxiliary Security Force (ASF) organization, training and operation.

c. Organizational Relationships

(1) The Security Officer to the Executive Officer concerning the performance, readiness and routine administration of the Naval Security Force. Other officers assigned to Naval Security Force report to the NSF OIC, via the NSF AOIC, as appropriate.

(2) The Security Officer reports to the Commanding Officer regarding all NSF operational matters, ensuring the Executive Officer is fully advised accordingly.

1314.1 Assistant Security Officer (101)

a. Basic Function. The Assistant Security Officer is responsible to the Security Officer and will assist the Security Officer in the performance of his functions.

b. Duties, Responsibilities, and Authority. In amplification, he shall:

(1) Perform administrative functions and assist in personnel matters as required by the Security Officer.

(2) Be fully aware of all facets of security and act as Security Officer in his absence.

c. Organizational Relationships. The Assistant Security Officer reports to the Security Officer regarding assigned duties. The following personnel report to the NSF AOIC concerning routine administrative and personnel matters:

- (1) Administrative Officer
- (2) Operations Officer
- (3) Harbor Protection Officer
- (4) Maritime Ship's Security Augmentation Officer
- (5) Ordnance Officer
- (6) Jebel Ali Officer
- (7) Cultural Liaison Officer

1314.2 NSF Administrative Officer (101)

a. Basic Function. Responsible to the Assistant Security Officer and will assist the Assistant Security Officer in the performance of his duties.

b. Duties, Responsibilities and Authority. In amplification he/she shall:

(1) Perform administrative functions and assist in personnel matters as required by the Assistant Security Officer, to include, but not limited to:

(2) Review all incoming and outgoing correspondence and advise on the accuracy of contents and any conflicts with existing directives or policies.

(3) Coordinate the assignment of personnel within the NSF with the Assistant Security Officer. Initiate correspondence needed to ensure that pertinent information concerning the NSF's allowance and use of personnel is brought to the attention of NPC via the chain of command.



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(4) Ensure full compliance with directives concerning the security and handling of classified correspondence.

(5) Supervise the forwarding of required reports, and maintain a master reports tickler file.

(6) Ensure that all directives, communications, evaluations, and accounting systems within NSF are properly executed and handled.

(7) Maintain the NSF's correspondence tickler to ensure all official correspondence is properly executed and accounted for.

(8) Maintain and monitor the leave control and leave accounting procedures.

(9) Ensure the accomplishment of all general supply duties, to include yearly NSF budget formulation, review, execution and accounting.

(10) If no training officer is assigned, ensure on-going training is conducted and that personnel are qualified IAW appropriate instructions.

c. Organizational Relationships. The NSF Administrative Officer reports to the NSF AOIC regarding assigned duties.

#### 1314.3 NSF Operations Officer (103)

a. Basic Function. Responsible to the Security Officer for law enforcement, force protection and anti-terrorism at NSA Bahrain, DODD School, Aviation Unit and Admiral's Residence.

b. Duties, Responsibilities and Authority. In amplification, he shall:

(1) Ensure force protection and antiterrorism measures are carried out as set forth in appropriate instructions and directed by NSF OIC.

(2) Ensure division personnel are appropriately trained and equipped to complete assigned taskings.

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c. Organizational Relationships. The NSF Operations Officer reports to the Security Officer concerning the performance and readiness of the Operations Division, fully advising the Assistant Security Officer as appropriate. The NSF Operations Officer is responsible to the Assistant Security Officer for routine administration of the division.

1314.4 Harbor Protection Unit Officer (HPU) (104)

a. Basic Function. HPU Officer is responsible to the Security Officer for force protection and antiterrorism at HPU Compound, Mina Sulman Pier/Port and Sitrah Anchorage.

b. Duties, Responsibilities and Authority. In amplification, he/she shall:

(1) Plan, manage, implement and direct force protection and antiterrorism measures as they relate to port security, pier-side and waterborne, for U.S. and friendly forces under COMUSNAVCENT's protective umbrella.

a. Organizational Relationships. The NSF HPU Officer reports to the Security Officer concerning the performance and readiness of the HPU Division, fully advising the Assistant Security Officer as appropriate, and to the Assistant Security Officer for routine administration of the division.

1314.5 Jebel Ali Officer (105)

a. Basic Function. Responsible to the Security Officer for force protection and antiterrorism at Jebel Ali and Fujairah Ports.

b. Duties, Responsibilities and Authority. In amplification, he/she shall:

(1) Plan, manage, implement and direct force protection and antiterrorism measures as they relate to port security, pier-side and waterborne, for U.S. and friendly forces under COMUSNAVCENT's protective umbrella.

c. Organizational Relationships. The NSF Jebel Ali Officer reports to the Security Officer concerning the performance and readiness of the HPU Division, fully advising the Assistant

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Security Officer as appropriate. The NSF Jabel Ali Officer is responsible to the Assistant Security Officer for routine administration of the division.

1314.6 Ordnance Officer (106)

a. Basic Function. Responsible to the Security Officer for the Arms, Ammunition and Explosives (AA&E) program at NSA Bahrain and all satellite facilities.

b. Duties, Responsibilities and Authority. In amplification, he/she shall:

(1) Direct maintenance and inspection of magazines, material and equipment.

(2) Oversee procurement, storage and disposition of AA&E IAW appropriate directives.

c. Organizational Relationships. The NSF Ordnance Officer reports to the Security Officer concerning the performance and readiness of the Ordnance Division, fully advising the NSF AOIC as appropriate. Ordnance Officer is responsible to the Assistant Security Officer for routine administration of the division.

1314.7 Cultural/Political Liaison Officer (107)

a. Basic Function. The Cultural/Political Liaison Officer is responsible to the Security Officer for obtaining and maintaining Bahrain residence Visas for all DOD personnel assigned to NSA Bahrain and tenant commands. Additionally, he shall provide direct communication with Bahrain Immigration, Customs and Police officials to expedite and resolve conflicts with the Host Nation.

b. Duties, Responsibilities and Authority. In amplification of his duties, he shall:

(1) Obtain Bahrain residence Visas for all PCS personnel and Third Country Nationals assigned to the command; and assist those personnel in obtaining Visas to other countries, as necessary.



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(2) Mediate/liaison between DOD personnel and local authorities.

(3) Expedite arrival and departure of VIPs with Bahrain Immigration and Customs.

(4) Receive and deliver official mail for NSA Bahrain from local authorities.

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## Chapter I

### Administrative Organization

#### Section 4

##### Division Organization

1401. General. This section sets forth the function, duties, responsibilities, authority and organizational relationship of the Division Officer and Leading Chief Petty Officers within the Command.

##### 1402. Division Officer (DO)

a. Basic Function. A Division Officer will be assigned by the Commanding Officer to manager a division of the command's organization.

b. Duties, Responsibilities and Authority. A Division Officer will:

(1) Be responsible under the Department Head, for the duties assigned to the division and for the conduct of subordinates, following regulations and orders of the Commanding Officer and other superiors.

(2) Keep informed of the capabilities and needs of each subordinate, and within his/her authority, take actions to maintain the efficiency of the division and welfare and morale of subordinates.

(3) Report to the Executive Officer, via the Department Head, infractions of regulations, orders and instructions that warrant disciplinary action.

(4) By personal supervision and frequent inspection, ensure that spaces, equipment and supplies assigned to the division are satisfactorily maintained.

(5) Promptly report to the Department Head repairs

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which may be required or other defects which need correction which he/she is unable to effect.

(6) Maintain a copy of this instruction and other orders for the division and ensure that the pertinent parts are posted where accessible to subordinates.

1403. Leading Chief Petty Officer

a. Basic Function. The Leading Chief Petty Officer is responsible for the organization, administration, and operation of the division.

b. Duties, Responsibilities and Authority. The Leading Chief Petty Officer will:

(1) Assign personnel to technical watches, if appropriate, and make available to the Senior Watch Officer, via the CMC, personnel for military watches.

(2) Schedule and coordinate departmental training.

(3) Ensure enlisted performance evaluation sheets are submitted in a timely manner.

(4) Maintain a division notebook containing pertinent data to be used as a reviewing folder and a ready source of reference.

(5) Establish and maintain a division organizational manual and other directives which may be necessary for the administration of the division.

(6) Be responsible for all forms, reports, and correspondence originated or maintained by the division.

(7) Ensure that prescribed security measures at NSA Bahrain are strictly observed.

(8) Make recommendations for personnel transfers and changes in the division allowance to the Department Head.



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(9) Conduct periodic inspections, exercises, and muster to evaluate performance and discipline of his division and to initiate disciplinary action, when deemed necessary, per the Uniform Code of Military Justice and other regulatory directives.

c. Organizational Relationships. The Leading Chief Petty Officer reports to the Division Officer in the performance of his/her duties. If a Division Officer is not assigned, he will report to his Department Head.

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## Chapter II

### Regulations

#### Section 1

##### General Instructions

2101. Authority of the Commanding Officer. U.S. Navy Regulations and the Uniform Code of Military Justice establish the authority of the Commanding Officer to promulgate regulations and to punish, within specified limits, persons who violate them.

2102. Sources. The regulations set forth herein, based on articles in U.S. Navy Regulations, the Uniform Code of Military Justice, and orders from higher authority, have been specifically adapted for local application. Articles of major significance in these publications have been quoted verbatim for the benefit of all personnel. Those articles based on or directly quoted from U.S. Navy Regulations or the Uniform Code of Military Justice are annotated with the abbreviations of the publication and the number of the article from which they are taken.

2103. Persons Subject to Command Regulations. All persons attached to this command (either permanent or temporary) who are subject to the Uniform Code of Military Justice will be subject to command regulations and any changes or additions issued thereto.

2104. Duties of Persons Subject to the Command's Regulations. The command regulations as published herein constitute the lawful orders of the Commanding Officer or other authority. It will be the duty of all persons subject to these regulations to obey them and any changes or additions thereto.

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## Chapter II

## Regulations

## Section 2

## Command Regulations

2201. Access to NSA Bahrain. A system of personnel and vehicle identification and movement control is required as a basic security measure at NSA Bahrain. Identification provides means for visually establishing authorization for the movement and actions within the boundaries of this facility. Control over movement is monitored by guards and operating personnel by requiring the display or presentation of identification as required for the particular area, structure, or space concerned. This command has controlled access facilities and open storage areas containing military and personal property, and as such requires the access to its confines be strictly controlled.

2202. Addresses of Personnel. Personnel will keep their Department Head and the Administrative Officer informed of their current local address and telephone number. Additionally, each individual is responsible for ensuring that his current address and telephone number is accurately reflected on the Recall Bill (see Article 2220).

2203. Arrest by Civil Authorities. If arrested or detained by civil authorities, contact the Command Duty Officer (CDO) as soon as possible and state the facts concerning such arrest or detention. While in custody of civil authorities, be courteous and helpful regardless of the situation.

2204. Censorship by Foreign Governments

a. No postal facilities other than those provided by this command and by the Armed Forces Postal Services will be used by patrons serving with or accompanying the military services to send or receive personal mail, except when the use of other facilities has been approved by the Commanding Officer or higher authority.



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b. Personal cables, radiograms, telegrams, or telephone calls which transit the borders to a censorship area will be transmitted only through facilities approved by higher authority.

2205. Civil Unrest. The U.S. Government is responsible for the safety, protection, and evacuation of U.S. citizens. The Commander, U.S. Naval Forces Central Command is responsible for coordination of all necessary actions for the protection of and preparation for evacuation of dependents of DOD personnel during periods of civil unrest.

2206. Disrespectful and Profane Language. No person at this command will use profane, contemptuous, disrespectful or insolent language or gestures at this command to any person, regardless of rank.

2207. Emergency Assistance to the Government of Bahrain. In the event NSA Bahrain is contacted to provide assistance in an emergency situation by the Government of Bahrain (e.g., a fire at Sitra refinery or aboard ship at Mina Sulman pier), the CDO should immediately contact the Commanding Officer for their decision and course of action. The CDO will obtain the name and phone number of the caller reporting the emergency.

2208. Emergency Equipment. Use of emergency equipment for any purpose other than for which intended is forbidden. Emergency equipment includes such items as fire hoses, first aid boxes, and emergency machinery.

2209. Financial Dealings. No person will, for profit, or benefit of any kind, lend money to another person in the Naval service except by permission of the Commanding Officer. No person having made such a loan to another person, will take or receive in payment to, then or later, directly or indirectly, without the approval of the Commanding Officer, a sum of money, or any other item or service, of a greater amount of value than the sum of money loaned (U.S. Navy Regulation 1990, Article 1206 refers).

2210. Government Property. No person will remove any government property from this station without approval from the proper authority.

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2211. Health and Sanitation. All persons will report promptly to a Medical Officer, the existence or suspicion of any communicable or contagious diseases in themselves or in persons with whom they come in contact, or any other illnesses that might result in a degradation of a member's ability to perform their duties.

2212. Intoxicated Persons.

a. Persons who are intoxicated to such an extent as to create a disturbance or make their being at large dangerous to their safety or the safety of anyone on this base, will be placed under protective restraint. When the Command Duty Officer or the Medical Officer considers it necessary for the well-being of the intoxicated person, such persons will be placed under guard.

b. Driving after drinking is forbidden in Bahrain. Local police can and will stop vehicles and require the driver to submit to a blood test. If any alcohol is detected, the driver has violated Bahrain law, and is subject to disciplinary action and adverse administrative actions.

2213. Leave. Each department will plan and coordinate the granting of leave within their department to ensure that every member receives their fair share without jeopardizing the capability of the department.

a. Department Heads are authorized to approve leave requests of up to 21 days for enlisted personnel within their department. Requests for leave in excess of 21 days will be approved by the Executive Officer.

b. Military members are responsible for picking up leave papers from the Administrative Office during working hours prior to commencement of leave. Personnel must have leave papers in their possession when departing on leave.

a. All personnel will be personally responsible for Checking out on leave and checking in from leave.



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This can be accomplished by telephone or in person. At the time leave is to commence, either telephone or report in person to the Administrative Office (during normal working hours) or the Quarterdeck watch (after hours).

d. Each member is responsible for ensuring that original leave papers are returned to the Administrative Office on the first working day following completion of leave. Failure to do so may result in an individual being charged leave in excess of that actually taken.

2214. Liberty.

a. Department Heads are authorized to approve up to 48 hours of "special liberty."

b. The Executive Officer is authorized to grant special liberty for up to 72 hours and the Commanding Officer may grant special liberty for periods up to 96 hours on special occasions or for special circumstances such as:

(1) Compensation for significant periods of unusually extensive working hours.

(2) As special recognition for exceptional performance, such as Sailor of the Quarter or Year.

(3) The granting of special liberty, as defined above, will be approved in accordance with NSABAHRAININST 1336.1 series.

2215. Locked Spaces. No person will:

a. Have in their possession the key to any space on this base other than those authorized in the performance of their regularly assigned duties, and/or assigned room in the barracks for the stowage of his personal property.

b. Lock from the inside, any office or other space on this compound to prevent access to such space from without, except as may be authorized by proper authority.



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2216. Narcotics. All narcotics will be in the custody of the Bulk Controlled Medicine Custodian or Working Stock Custodian. No one will have access to narcotics except as prescribed by regulation. The clinic's Medical Officers will prescribe or administer any narcotics. Authorized hospital corpsmen may prescribe controlled medicinals under the supervision of a Medical Officer. The bulk of narcotics will be kept in a combination safe. A working stock may be kept under lock and key. Issues of narcotics will be by prescription and subject to inspection. Narcotics will be inventoried monthly by the Controlled Substance Inventory Board (CSIB).

2217. Official Forms, Records, and Correspondence. No person will:

- a. Remove or destroy official records, forms, or correspondence from proper files, or withhold them from persons authorized access to receive them.

- b. Knowingly deliver or divulge the contents of official correspondence, forms or records, to any person not authorized to receive them.

- c. Use envelopes, tags, or labels with penalty markings or the notation "Postage and Fees Paid" for purposes other than posting official U.S. mail. Penalty envelopes will not be used as inside envelopes for classified and/or guard mail.

- d. Sell, barter, or trade official correspondence, records, or forms for monetary gain or other considerations.

2218. Personal Appearance. Haircuts and personal appearance will conform with the current regulations as prescribed by the Department of the Navy.

2219. Plan of the Week. A Plan of the Week will be published as directed by the Executive Officer or authorized representative and will constitute a medium for the promulgation of such orders and announcements as the Executive Officer may issue. All persons will read the Plan of the Week following each

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publication and will be responsible for obeying applicable orders contained therein.

2220. Recall. The NSA Bahrain Recall Bill is an official command directive. A copy is kept on the Quarterdeck and at the Watch Cell for accessibility.

a. The Administrative Officer is responsible for maintaining and promulgating a recall bill containing the names, rank or rate, residence address and telephone number of all personnel assigned to NSA Bahrain.

b. All personnel living outside the NSA Bahrain compound, will, within 60 days of arrival at NSA Bahrain, establish a residence telephone number in their own name and will have and maintain a working residence telephone. Assigned personnel will advise the Administrative Officer, in writing, of any changes in phone number or address immediately. The initial cost of telephone installation may be covered out of overseas housing allowance and an advance may be obtained for this purpose from Disbursing.

2221. Report of Offenses. All persons will report to the proper authority all offenses against command regulations, command directives, and other lawful orders and directives which may come under their observation and which it is their duty to report. Reports will be submitted to the Legal Office for processing.

2222. Requests. No person will, through intent or neglect, fail to act upon or forward promptly any request or appeal which it is his/her duty to forward or act upon.

2223. Tipping. No person will give or offer any money or other compensation to any person at this command for a service performed in the line of military duty, regardless of the circumstance incident to such service.

2224. Unauthorized Entry. No person will:



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a. Enter any space onboard this command which is marked EXCLUSION, LIMITED, CONTROLLED, or RESTRICTED AREA, or which is known by him to be a restricted area, except as may be necessary in the performance of duty.

b. Enter any office or shop space that is not his/her duty to enter.

#### 2225. Uniforms, Civilian Clothing, and Grooming

a. General. Although normally restricted to the confines of NSA Bahrain, the wearing of the Naval uniform should be a matter of personal pride to all Naval personnel. Each member of the U.S. Naval service is a representative of the United States Government and dress and conduct should reflect credit upon themselves and the Naval service.

b. Uniform Categories. The Uniform of the Day will be directed by the Commander, U.S. Naval Forces Central Command (COMUSNAVCENT) and be promulgated on a seasonal basis as weather dictates, by the Plan of the Week. The following are the general uniform categories worn in Bahrain:

- (1) Summer Period
  - Officer/CPO Other Enlisted
  - Summer White Summer White
  - Summer Khaki Service Dress White Jumper
  - Working Khaki/ Dungaree/Desert Camouflage
  - Desert Camouflage
- (2) Winter Period
  - Officer/CPO Other Enlisted
  - Service Dress Blue Service Dress Blue
  - Working Khaki Winter Blue/Dungaree
  - Desert Camouflage Dungaree/Desert Camouflage
  - Winter Blue Winter Blue/Dungaree

c. Wearing of Uniforms. Uniforms will not be worn outside the confines of NSA Bahrain except as designated in NSA BAHRAININST 10120.1 series and only when on official business in an enclosed vehicle.



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d. Attire for Commercial Travel. Commercial travel within, to, or from areas under COMUSNAVCENT's operational or administrative control will be performed in appropriate civilian attire only. This applies to unofficial as well as official travel.

e. Standards of Grooming. All NSA Bahrain personnel will present a neat, clean, and well-groomed appearance at all times. Mustaches and sideburns, if worn, will be neatly trimmed and non-eccentric. Hair will be kept tapered at the back of the neck, and evenly graduated.

#### 2226. Vehicle Operating Rules

a. No person will operate a government owned motor vehicle assigned to this command unless they have been specifically designated to do so by the Commanding Officer, Executive Officer, or Department Head, the Public Works Officer, Operations Officer, the CDO, and then only for the purpose of official business.

b. All persons operating government owned vehicles will possess a valid stateside license plus a U.S. Government Operator's permit validated for the size vehicle, and will comply with all NSA Bahrain and Bahrain Government directives pertaining to the operation of motor vehicles.

c. Personnel will not be transported in the rear of a pick-up.

#### 2227. Watches, Patrols and Sentries

a. All persons in a duty status (on watch or duty as a member of a patrol or as sentry) will report all violations of command regulations, command directives, and other breaches of good order and discipline and report violations of safety regulations, which may be observed. Observing such violations, exert the utmost effort to suppress such violations and other malpractice, which may endanger the safety or security of this command and its personnel.

b. All personnel in a duty status will refrain from drinking alcoholic beverages while standing watch, and for eight hours immediately preceding the start of the duty period.

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2228. Water Treatment Plant Emergency Procedures. The NSA Bahrain Water Treatment Plant is a reverse osmosis system with pre-treatment processes and chlorination. The plant is a sophisticated, state of the art treatment system that requires qualified personnel to perform repair and maintenance service. System malfunctions that require immediate response, however, may occur. Accordingly, the plant is equipped with an external alarm bell that is automatically activated by plant malfunction. In the event the alarm sounds, notify Public Works maintenance personnel (or the Command Duty Officer if after working hours) who will attend to the plant.